



Figure 106: Data Labels for all Data Series dialog

- 4) Select the options as desired. The options are explained below.
- 5) Click **OK** to close the dialog. If desired, click outside the chart to leave edit mode.

### Tip

Select a data series by clicking once on a column, bar, or other graphic representation of the data series. Select a single data point by pausing, then clicking again.

Most of the tabs in the Data Labels dialog are used in other dialogs and can be readily understood or easily researched. The exception is the *Data Labels* tab (Figure 107), which contains the following options:

#### **Show value as number**

Displays the numeric value of a data point. When selected, this option activates the **Number format** button.

#### **Number format**

Opens the Format Number dialog, which is the same as the *Numbers* tab of the Format Cells dialog discussed in Chapter 2, Entering, Editing, and Formatting Data. Deselect **Source format** to activate options on the Format Number dialog.